

**PRE-BID CONFERENCE**  
**Held Monday, March 23, 2019 @ 1:00 p.m.**  
**MEDICAL SERVICES AT SPRINGFIELD HOSPITAL CENTER**  
**MDH/OPASS # 21-18477**  
**Minutes**

The pre-bid conference took place via phone conference. Afua Tisdale called the meeting to order at approximately 1:04 PM.

Participant:

Sarah Osborne from Ardor Health Solution (866-425-5768 x276; [schooldivision@adorhealth.com](mailto:schooldivision@adorhealth.com))

MDH Participants:

- Afua Tisdale. Contract Officer
- Sabrina Fields (SHC Procurement Director)
- Dr. Maria Reyes-Soto (Contract Monitor)
- Kim Cook (Dr. Reyes-Soto's office)

*Good Afternoon and welcome to the Pre-bid Conference for the Medical Services Solicitation at Springfield Hospital Center. My name is Afua Tisdale from OPASS and I'm here today to help you understand the process for this procurement. If we can take this opportunity to introduce yourself.*

As you know, the contract resulting from this solicitation will be for five years beginning on or about July 1, 2020.

**WE REQUIRE THAT THE BID AND ALL REQUIRED DOCUMENTS BE SENT through email at [afua.tisdale@maryland.gov](mailto:afua.tisdale@maryland.gov)!!!**

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**. Although this is a relatively uncomplicated process, I cannot stress too much the importance of following some new additional steps and requirements.

There is a 6% MBE goal for this solicitation

Be sure that you have completed and signed the **Bid/Proposal Affidavit**. If there is a question of who your Resident Agent is, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

Within 10 days of being notified of its recommendation for award,

the bidder must complete and submit Contract Affidavit set forth in Attachment N. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.

Please include in your transmittal letter a statement regarding the appropriate Tier designation for the Living Wage Requirement Law. (See Section 4.28 & Attachment F.

Please correctly complete the **Bid Form**. Pay special attention to the Bid Instructions listed in Attachment B. Failure to include these items will void your bid submission.

See Section 4.2 – (eMaryland Marketplace Advantage registration) and See Section 4.32 (Electronic Funds Transfer).

See Section 4.9 (Award Basis)

Lastly, don't forget to sign the Bid Form and Signature pages.

The most important matter is to get your bid to us by the date, time, and location listed. Your bids in triplicate are due no later than **Tuesday, April 7, 2020 at 2:00pm. No bids will be accepted after that time.**

Please address your bid packets to Afua Tisdale @ [afua.tisdale@maryland.gov](mailto:afua.tisdale@maryland.gov) and copy Sabrina fields @ [Sabrina.fields1@maryland.gov](mailto:Sabrina.fields1@maryland.gov).

The bid opening is public and may be attended by you. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

Please remember that after this Pre-Bid Conference prospective vendors can have questions answered that may help them understand the IFB, etc. Just keep in mind that the answers to your questions, if they are significant in nature, will be shared with all who received a copy of the specs. Therefore, please allow enough time for this to occur.

If you have any comments/questions about the procurement process, please contact myself or the procurement officer at [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov).

Sabrina Fields gives brief summary of services.

Somatic services for all patients admitted to SHC. The physicians needed are: PA's, Neurology, GYN, Podiatry, Orthopedics, Internal Medicine, Ophthalmology, Urology, Cardiology, Gastroenterology, Infectious Disease, Physical Therapist, Speech Therapy.

Neurology & Internal Medicine physician is required to do approx. (6) conference per year.

See MBE instructions under separate cover along with Samples of completed MBE forms.

*At this time I will let the Program provide a brief overview of the IFB*

*Do we have any questions if you do please state your name and company*

*If there are any questions, please email them*

*The meeting minutes and questions and answers will be posted by the end of next week.*

*Thank you for coming*